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Last Change by: SBILLMAN - Billman,Scott-061-DoIT-GMIS on:  08/04/2004
Role Status:  ACTIVE
Role type:  User List
Description:  Requisition Manager
              After initial Requisition entry, users in this role are enabled to perform:
               Sourcing Validation – This step involves the following actions:
                    Select the procurement method.
                    Create either a PO or an RFQ as required.
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Portal Navigation:

Page	Effective access	Permission list
Purchasing > Requisitions > Maintain Requisitions		
Add or modify requisition header, line, schedule, and distribution information		
Purchasing > Requisitions > Reconcile Requisitions > Reconciliation Workbench		
Analyze, approve, unapprove, cancel, close, preview and print requisitions		
Req WorkBench	Add Update/Display	SOI_REQ_MANAGER
Purchasing > Requisitions > Budget Check		
Run the Commitment Control Budget Processor to budget check requisition amounts or quantities against predefined budgets		
&Req Budget Check	Add Update/Display	SOI_REQ_MANAGER
Purchasing > Requisitions > Review Requisition Information > Accounting Entries		
View standard and entry event requisition accounting entries in the Commitment Control ledger activity log		
Requisition Accounting Entries	No Save	SOI_REQ_MANAGER
Purchasing > Requisitions > Review Requisition Information > Workbench		
Work with requisition information, including statuses and details about where requisitions are in the process flow		
Requisitions	Update/Display	SOI_REQ_MANAGER
Purchasing > Requisitions > Reports > Print Requisition		
Produce the Requisition Print report (PORQ010), which provides hard copy of requisitions		
&Requisition Print	Add Update/Display	SOI_PV_RPTS
Purchasing > Purchase Orders > Review PO Information > Print POs		
Produce the PO Dispatch/Print report (POPO005), which provides hard copy of POs		
&Purchase Orders Print	Add Update/Display	PO_RECV
Purchasing > Shipments > Maintain Receipts		
Enter receipts and related information such as distributions, rejects, and serial and asset tag IDs		
Receiving	Add Update/Display	PO_RECV
Receiving	Add Update/Display	SOI_REQ_MANAGER
Purchasing > Shipments > Maintain Receipts		
Enter receipts and related information such as distributions, rejects, and serial and asset tag IDs		
Receiving	Add Update/Display	PO_RECV
Receiving	Add Update/Display	SOI_REQ_MANAGER
Purchasing > Shipments > Receipt Delivery		
Identify the final destination for received goods and view delivery location and ship to information for the goods		
Delivery &Location	Update/Display	PO_RECV
Location &Comments	Update/Display	PO_RECV
&Ship To Comments	Update/Display	PO_RECV
Purchasing > Shipments > Review Shipment Information > Journal Entries		
View PeopleSoft General Ledger accounting entries created by the Journal Generator and receipt accrual data		
Journal Drill Down	Update/Display	PO_RECV
Purchasing > Shipments > Reports > Planned Receipts		
Produce the Planned Receipt report (PORC200), which provides information about receipts generated from PO information to be used for Electronic Data Collection transactions		
&Planned Receipt Report	Add Update/Display	PO_RECV
Purchasing > Shipments > Reports > Receipt Labels		
Produce the Receiving Barcode Labels report (PORC910), which prints labels for receipt items by business unit		
PO Receipt &Labels	Add Update/Display	PO_RECV
Purchasing > Shipments > Reports > Receipt Summary		
Produce the Receiver Summary report (POY5001), which provides a summary listing of receipts		
Receiver &Summary	Add Update/Display	PO_RECV
Purchasing > Shipments > Reports > Receipt Ship To Details		
Produce the Receiver Ship To Detail report (POY5010), which lists receipt shipments along with ship to location information		
Receipt Shipto &Detail	Add Update/Display	PO_RECV
Purchasing > Shipments > Reports > Receipt Account Details		
Produce the Receiver Account Detail report (POY5020), which lists receipts along with account distribution details		

Portal Navigation:

Page	Effective access	Permission list
Receiver &Account Detail	Add Update/Display	PO_RECV

eProcurement > eProcurement Home Page
    Creates & manages requisitions, profiles, purchase orders, receiving activities, procurement cards,
    & invoices from one centralized location

Main Page	No Save	SOI_PV_ALL

eProcurement > Manage Approvals
    Requisitions

Approval Manager	No Save	SOI_REQ_MANAGER
Pv Req Status Dtls	No Save	SOI_REQ_MANAGER

eProcurement > Manage Requisitions
    Requisitions

Pv Req Status	No Save	SOI_REQ_MANAGER
Pv New Itm Descr	No Save	SOI_REQ_MANAGER

eProcurement > Receive Items
    Receiving
eProcurement > Receive Items
    Receiving
eProcurement > Reports

Reports Main	Update/Display	SOI_PV_RPTS

eProcurement > My Profile
    Administration

Pv Adm My Profile	Update/Display	SOI_PV_ALL

Role Class Information:

PermissionDescription	Updated by	Updated on
PO_RECV PO Receiving	SBILLMAN - Billman,Scott-061-DoIT-GMIS	07/14/2004
SOI_PV_ALL All ePro Users	JWELSH - Welsh,Jim-061-DoIT-GMIS	02/19/2004
SOI_PV_RPTS Reports	JWELSH - Welsh,Jim-061-DoIT-GMIS	02/19/2004
SOI_REQ_MANAGER	SBILLMAN - Billman,Scott-061-DoIT-GMIS	08/03/2004